



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

OFFICE MANAGER II

OPEN-CONTINUOUS TESTING

Positions only exist in Sacramento, CA

EXAMINATION PLAN

This examination will consist of a supplemental examination questionnaire weighted 30% and a performance examination, weighted 70% that may include pre-exposed interview questions, presentations, role-playing exercises, and/or preparation of written materials. **Only those candidates who are successful in the supplemental examination questionnaire phase will be invited to the structured interview process. Please note that the supplemental examination questionnaire is the first phase of the examination process.**

It is mandatory that applicants in the examination submit responses to questions contained in the supplemental examination questionnaire. Applicants who do not submit completed information will be **eliminated** from the examination.

All internet postings of this bulletin have the Supplemental Examination Questionnaire attached at the end. (Please scroll down).

FILING INSTRUCTIONS

CONTINUOUS TESTING-NO FINAL FILING DATE-Testing is considered continuous as dates can be set at any time.

FILE BY MAIL OR IN PERSON WITH:

California Energy Commission
Selection, Training & EEO Office (OM II)
1516 Ninth Street, MS #52
Sacramento, CA 95814

DO NOT SEND SUPPLEMENTAL EXAMINATION QUESTIONNAIRE AND STATE APPLICATION TO THE STATE PERSONNEL BOARD

Applications may be obtained at the State Personnel Board, any Employment Development Department in California, the California Energy Commission or the Internet at <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications received without the Supplemental Examination Questionnaire or vice versa will not be accepted. If you have any questions, please call the Selection Office at (916) 653-6532

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE

\$7110-\$7838

Office Manager II
JZ73-4524
0ER13 - 02

www.energy.ca.gov
(916) 653-6532

Final Filing Date: Continuous testing

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated below by the final filing date. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the above patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties at a level of responsibility equivalent to that described in "Pattern I." **Please note: When combining patterns all experience converts to the largest experience requirement.**

Either I

In the California state service, One year of energy or resources management experience in a class with a level of responsibility not less than that of Staff Service Manager III or supervising engineer over a line function in the California Energy Commission. Candidates who are within six months of meeting this qualification will be admitted to the examination, but they must complete the required experience before they can be considered eligible for appointment.)

Or II

Two years of energy or resources management experience at a level of responsibility not less than that of Staff Services Manager II or senior engineer over a line function in the California Energy Commission. (Candidates who are within six months of meeting this qualification will be admitted to the examination, but they must complete the required experience before they can be considered eligible for appointment.)

Or III

Experience: Three years of management experience over a program or projects involving energy research, use, or conservation; resources conservation or management; environmental protection; facilities planning or construction; or economic analysis. A graduate degree may be substituted for one year of the required experience. Individuals with two different recognized graduate degrees (each of which constitutes full degree program, such as law or engineering) may substitute this achievement for two years of management experience.

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

The Office Manager II serves as a line program manager within a division of the California Energy Commission responsible to the Deputy Director, Executive Director and Commissioners for a significant program which constitutes part of the basic mission of the Commission; plans, organizes staffs and controls the functions assigned to the office; develops expert program knowledge in assigned energy areas; identifies policy and program issues which bear upon the State's energy policy; conducts energy research and/or energy policy projects which require the services of outside contractors, and arranges for and monitors the work of such contractors; advises the Division Administrator, Executive Director and the Commissioners on decisions relating to the office's programs and legislative proposals which affect areas for which responsible; carries out internal program analysis projects and research evaluation projects to evaluate office program and contractor effectiveness; serves as an energy resources conservation and/or development expert to the Commission, Governor, Legislature and the general public in the areas of assigned responsibility.

SCOPE	Questions in the performance examination are designed to test broad knowledge of the topic under consideration and candidates should be prepared to respond to a wide variety of issues, both technical and procedural.
KNOWLEDGE OF	<ol style="list-style-type: none"> 1. California Public Resources Code pertaining to energy conservation, energy efficiency and energy development; 2. Principles of physical sciences and engineering involved in energy production, Transmission, utilization and conservation; 3. Federal, State, local government and private agencies involved in energy research and regulations; 4. General provisions of Federal and State laws and regulations applicable to the construction and operation of utilities; 5. General social and economic implications of energy demand forecasting and facility construction; 6. Recent research and development projects in the fields of electrical, nuclear, petroleum and transportation fuels, geothermal, solar and other energy sources and uses; 7. Principles and methods of personnel management and supervision; 8. Commission's Equal Employment Opportunity Program objectives; 9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
ABILITY TO	<ol style="list-style-type: none"> 1. Plan, direct, and coordinate the work of a multidisciplinary staff of engineers, scientists, economists, energy specialists, and other assistants; 2. Plan and supervise research work; 3. Analyze complex data; 4. Prepare and present complex and comprehensive reports and recommendations orally and in writing; 5. Analyze situations accurately and take effective action; 6. Effectively contribute to the Commission's Equal Employment Opportunity objectives. <p>A departmental open eligible list will be established for the California Energy Commission. Names of successful competitors will be merged onto the list in order of final scores, regardless of date. Eligibility will expire 12 months after it is established.</p>
VETERANS PREFERENCE POINTS	WILL NOT BE GRANTED IN THIS EXAMINATION
CAREER CREDITS	DO NOT APPLY IN THIS EXAMINATION

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Energy Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Promotional Examination Only: Competition is limited to employees who have permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD

California Relay (Telephone) Service for the Deaf or Hearing Impaired
From TDD Phones: 1-800-735-2929 – From Voice Phones 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



**CALIFORNIA ENERGY COMMISSION
SELECTION, TRAINING AND EEO OFFICE
OFFICE MANAGER I & II
SUPPLEMENTAL APPLICATION**

Candidate Name (Print):	Last four digits of your Social Security Number (SSN):
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OFFICE MANAGER I & II

INFORMATION FOR CANDIDATES

To enhance understanding of the examination process and to assure understanding by all participants of their role and responsibility in the completion of the Supplemental Application, all candidates are responsible for:

- ☐ Following all instructions and completing sections A through D on the Supplemental Application.
- ☐ Signing and submitting the completed Supplemental Application to the California Energy Commission, Selection, Training and EEO Office.

Candidates are allowed to take up to two hours of state time to complete the Supplemental Application.

Upon completion and submission of the Supplemental Application, a Rating Panel will evaluate and rate each candidate based on the responses to each of the Performance Factors contained in the Supplemental Application. The Rating Panel will use the information collected in the Supplemental Application to gain insight into the knowledge, skills, and abilities of each candidate based on predetermined rating criteria and assign a score that will be weighted 30% of your final score.

In signing this report I am hereby certifying that I will maintain the confidentiality of this examination. If I violate the confidentiality and/or misrepresent myself, (knowledge, skills, abilities, and/or experience) at any time, I understand this is cause for any applicable adverse consequences.

I understand I am fully responsible for reading all information and following all instructions provided in the Supplemental Application.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me on this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. **I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.**

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

EXAMINATION TITLE(S): _____

POSITION DESCRIPTION

The Office Manager I & II serves as a line program manager within a division of the California Energy Commission responsible to the Division Administrator, Executive Director and Commissioners for a significant program which constitutes part of the basic mission of the Commission; plans, organizes staffs and controls the functions assigned to the office; develops expert program knowledge in assigned energy areas; identifies policy and program issues which bear upon the State's energy policy; conducts energy research and/or energy policy projects which require the services of outside contractors, and arranges for and monitors the work of such contractors; advises the Division Administrator, Executive Director and the Commissioners on decisions relating to the office's programs and legislative proposals which affect areas for which responsible; carries out internal program analysis projects and research evaluation projects to evaluate office program and contractor effectiveness; serves as an energy resources conservation and/or development expert to the Commission, Governor, Legislature and the general public in the areas of assigned responsibility

SCOPE

A. Knowledge of:

1. California Public Resources Code pertaining to energy conservation and development;
2. Principles of physical sciences and engineering involved in energy production;
3. Transmission, utilization and conservation;
4. Federal, State, local government and private agencies involved in energy research and regulations;
5. General provisions of Federal and State laws and regulations applicable to the construction and operation of utilities;
6. General social and economic implications of energy demand forecasting and facility construction;
7. Recent research and development projects in the fields of electrical, nuclear, geothermal, solar and other energy sources;
8. Principles and methods of personnel management and supervision;
9. Commission's Equal Employment Opportunity Program objectives;
10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

B. Ability to:

1. Plan, direct, and coordinate the work of a multidisciplinary staff of Engineers, Scientists, Economists, Energy Specialists, and other assistants;
2. Plan and supervise research work;
3. Analyze complex data;
4. Prepare and present complex and comprehensive reports and recommendations orally and in writing;
5. Analyze situations accurately and take effective action;
6. Effectively contribute to the Commission's Equal Employment Opportunity objectives.

PERFORMANCE FACTORS

The following performance factors are intended to be illustrative of the criteria to be considered in completing the Supplemental Application regarding the candidate's demonstrated ability and potential to perform the duties of an Office Manager I and/or II.

- Translates the vision into goals and desired outcomes for the organization.
- Demonstrates individual accountability.
- Establishes balance between competing objectives to accomplish overall organizational goals.
- Models professional and leadership behaviors in both internal and external situations.
- Translates the Commission's goals and policies into actions.
- Initiates and leads strategic planning, performance measurement and continuous improvement efforts in conjunction with the Commission's overall vision and mission.
- Considers outside factors (e.g., the public, employers, legislation, and technology) and how the organization is prepared to respond to them.
- Develops and implements program plans to meet objectives.
- Presents information effectively to various size groups with the appropriate degree of formality and specificity (including impromptu and prepared presentations).
- Analyzes data and presents ideas and information effectively both orally and in writing.
- Clearly explains the reasons for decisions, policies, and practices.
- Consults with and advises management and other interested parties on a wide variety of subject matter areas.

- Uses various types of reliable data, methods, and perspectives to solve problems in a systematic way.
- Reconsiders decisions if new data become available.
- Collaborates with peers and other team members to gain a common perspective before a decision is made.
- Evaluates program performance and accomplishments to assess/oversee effectiveness and efficiency.
- Recommends solutions to critical or sensitive problems.
- Reasons logically and creatively and uses a variety of analytical techniques to resolve complex program, administrative, or managerial issues.
- Gathers and analyzes the facts that will show the critical issues of a problem.
- Ability to identify the most likely cause and possible solution.
- Develops and evaluates alternatives consistent with standards and best practices.
- Develops and effectively uses all available resources including technological solutions.
- Applies the principles and practices of team organization and its use in continuous improvement.
- Applies the principles of project management.
- Actively participates in organizational efforts with internal/external partners including other governmental entities.
- Coordinates team efforts by utilizing the skills, knowledge, background, and perspectives of each team member.
- Provides opportunities for team members to continually learn, develop their skills, and share their knowledge.

IMPORTANT INFORMATION

On the following pages, you must prepare a statement of qualifications that clearly demonstrates your readiness for the Office Manager I and/or II classification and specifically outlines your knowledge, skills, and abilities, and understanding of the following Performance Factors critical to success as an Office Manager I and/or II. Include **specific examples** of projects, assignments, and/or accomplishments that address your particular strengths in each of the following areas:

PERFORMANCE FACTORS:

- A. Leadership Skills**
- B. Policy Development and Implementation**
- C. Team Lead Work/Staff Development**
- D. Equal Employment Opportunity**

Last four digits of your SSN

A. LEADERSHIP SKILLS/PLANNING ABILITIES <i>(To be completed by the candidate)</i>
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Taking into consideration the performance factors described on pages 4 and 5, provide at a minimum, one example of your most challenging leadership experience and achievements, including a brief explanation of why it was so challenging. Your example(s) must include the following: 1) the situation, assignment, or challenge; 2) your role, what you personally did and the leadership steps you took; 3) the outcome or result of your leadership and 4) the benefit to the organization. **(Your response must be limited to 500 words or less.)**

Last four digits of your SSN

B. POLICY DEVELOPMENT AND IMPLEMENTATION <i>(To be completed by the candidate)</i>

Taking into consideration the performance factors described on pages 4 and 5, provide at a minimum, the most challenging example of your receiving broad policy direction or guidance and subsequently developing and implementing a program plan. Your response must include the following: 1) the policy direction or guidance; 2) the situation or challenge; 3) what you personally did and the steps you took to accomplish the objective; 4) important factors you had to consider; and 5) the outcome or result of your actions that met or addressed the broad policy direction or guidance. **(Your response must be limited to 500 words or less.)**

Last four digits of your SSN

C. TEAM LEAD WORK/STAFF DEVELOPMENT <i>(To be completed by the candidate)</i>
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Taking into consideration the performance factors described on pages 4 and 5, provide at a minimum, one example of your most challenging experience and/or achievements in a situation in which you played an important key role as a team leader. Your response must include the following: 1) the situation, assignment, or challenge; 2) the specifics about your particular role related to the team; and 3) your personal contribution to the final outcome. **(Your example must be limited to 300 words.)**

Last four digits of your SSN

D. EQUAL EMPLOYMENT OPPORTUNITY <i>(To be completed by the candidate)</i>
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Taking into consideration the performance factors described on pages 4 and 5, respond to the following question. An Office Manager is responsible and accountable for helping the Commission to meet and maintain the Equal Employment Opportunity Program. **What actions can a manager at the Energy Commission take personally to meet Equal Employment Opportunity Program goals? Your response should include examples of your experience in this area. (Your response must be limited to 300 words.)**